



California Board of Accountancy
 2450 Venture Oaks Way, Suite 300
 Sacramento, CA 95833

phone: (916) 263-3680 fax: (916) 263-3675 web: www.cba.ca.gov



CREDENTIALS EVALUATION SERVICE APPLICATION

Please provide all requested information listed below.

Name of Applicant Organization: _____		
Address: _____		
City: _____	State: _____	Zip Code: _____
Telephone Number: () _____		Fax Number: () _____
Toll-Free Number (if available): () _____		
Email Address (if available): _____		
Website Address (if available): _____		
Name of Contact Person: _____		Title: _____

THE ORGANIZATION CERTIFIES TO THE FOLLOWING:

(Check)

1. It is a member of:
 - a. American Association of Collegiate Registrars and Admission Officers; or,
 - b. National Association of Foreign Student Affairs; or,
 - c. National Association of Credential Evaluation Services.
2. It complies with its current written procedure for identifying fraudulent transcripts.
3. It maintains a complete set of current reference materials that are adequate to prepare complete, accurate evaluations and are the most current editions available.
4. It complies with its appeal procedure for applicants.

Check one of the following:

(Check)

5. This is its initial application, and it has, or agrees to establish with thirty days of California Board of Accountancy approval, a minimum six-year document retention policy.
6. This is its renewal application, and it complies with a minimum six-year document retention policy.

THE FOLLOWING MUST BE INCLUDED WITH THIS APPLICATION:

1. A copy of its current written procedure for identifying fraudulent transcripts.
2. Resumes or curriculum vitae for each evaluator and translator which provide biographical information, including a list of languages spoken and years in service.
3. Organization Chart showing the ratio of senior staff members to junior staff members (not to exceed a one to five ratio).
4. Written evidence that a minimum of 50% of evaluations performed by junior staff members are reviewed by senior staff members (Written evidence means providing, for the previous five years, the total number of evaluations performed, the total number of evaluations performed by junior staff members, and the total number of evaluations performed by junior staff members that were reviewed by senior staff members).
5. A list of at least three accredited colleges and universities or other licensing agencies using its services.
6. Three letters of reference, written within the last year, from public or private agencies.
7. A copy of its appeal procedures for applicants.
8. For initial applications only, a sample evaluation that complies with the requirements of Title 16, California Code of Regulations section 9.1(b).

I hereby certify, under penalty of perjury under the laws of the State of California, that I am a person authorized to act for and bind the applicant and that all statements, answers, and representations made on this form and any accompanying attachments are true, complete, and accurate to the best of my knowledge. By submitting this form and signing below, I am granting permission to the California Board of Accountancy to verify the information provided.

Authorized Signature

Date

Print or Type Name

Title

NOTICE OF COLLECTION OF PERSONAL INFORMATION

The information requested on this application is mandatory pursuant to Business and Professions Code section 5094 and Title 16 CCR section 9.1. Failure to provide all of the information requested will result in the application being rejected as incomplete. The information provided will be used to determine qualification and continued qualification of the applicant for approval by the California Board of Accountancy (CBA) as a credential evaluation service. The information may be provided to other governmental agencies, or in response to a court order, subpoena, or public records request. You have a right of access to records containing personal information maintained by the CBA unless the records are exempted from disclosure by law. Individuals may obtain information regarding the location of his or her records by contacting the CBA's Licensing Manager at 2000 Evergreen Street, Suite 250, Sacramento, CA 95815 or (916) 561-1754.